

NOTICE OF FINAL RULEMAKING
TITLE 4. PROFESSIONS AND OCCUPATIONS
CHAPTER 10. BOARD OF COSMETOLOGY

PREAMBLE

- 1. Sections Affected**

<u>Sections Affected</u>	<u>Rulemaking Action</u>
R4-10-112	Amend
R4-10-301	Amend
R4-10-303	Amend
R4-10-304	Amend
R4-10-306	Amend
- 2. The statutory authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):**

Authorizing statute: A.R.S. § 32-504(A)(1)

Implementing statutes: A.R.S. §§ 32- 501, 32-510, 32-511, 32-512, 32-517, 32-531, 32-551, 32-555, 32-556, and 32-561.
- 3. Effective date of the rules:**

Sixty days after filing with the Office of the Secretary of State.
- 4. A list of all previous notices appearing in the Register addressing the final rules:**

Notice of Rulemaking Docket Opening	14 A.A.R. 202, January 18, 2008
Notice of Proposed Rulemaking	14 A.A.R. 216, January 25, 2008
- 5. The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**

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6. An explanation of the rules, including the agency's reasons for initiating the rules:

A.R.S. § 32-504(A)(1) authorizes the Arizona State Board of Cosmetology to adopt rules for the regulation of the cosmetology licensing, sanitary and safety standards, examine candidates for licensure, and to prescribe minimum school requirements and curriculum requirements. These rules will clarify requirements for client and licensee infection protection and safety practices and will allow licensees to perform procedures for which they are trained and supervised and to expand the practice in line with what is currently expected and happening in the market place. The rules also clarify that schools are allowed to provide instruction related to professional development to licensed individuals. Curricula cross-over hours are expanded allowing additional opportunities for individuals wishing to pursue knowledge of cosmetology.

7. A reference to any study relevant to the rules that the agency reviewed and either relied on in its evaluation of or justification for the rules or did not rely on in its evaluation of or justification for the rules, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:

None

8. A showing of good cause why the rules are necessary to promote a statewide interest if the rules will diminish a previous grant of authority of a political subdivision of this state:

Not applicable

9. The summary of the economic, small business, and consumer impact:

For the rulemaking identified in item 6, the Board of Cosmetology, licensed schools, and students will bear any costs associated with the rule changes. No cost results from the rule change itself. Changes are to clarify existing rules, make them easily readable, provide additional opportunities by expanding allowable practices, provide additional cross-over hours, and allow additional educational opportunities.

10. A description of the changes between the proposed rules, including supplemental notices, and final rules (if applicable):

After further study, R4-10-112(O) was rewritten to eliminate some proposed language meant to broaden the scope of practice for cosmetologists and aestheticians as it is felt it is unnecessary at this time. Other regulatory Boards have laws and rules in place allowing for invasive procedures training and for supervised practice of such procedures and, therefore, those stipulations were removed. A tool that is designed to remove calluses is neither designed nor used to pierce the dermis and is not a procedure for prohibition under infection protection and safety requirements and was removed.

References to “chemicals” were added as clarification for this rule. The reference to sign posting requirements is considered redundant as it is already a requirement in R4-10-111 and was removed as were references to procedures not regulated in Arizona.

Clarifying language was also added in other rule; i.e., IPL was identified by its full name, Intense Pulsed Light; and other grammatical corrections were made.

11. A summary of comments made regarding the rules and the agency response to them:

No comments have been received.

12. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:

None

13. Incorporations by reference and their location in the rules:

None

14. Were these rules previously made as emergency rules?

No

15. The full text of the rules follows:

TITLE 4. COMMERCE, PROFESSIONS, AND OCCUPATIONS

CHAPTER 10. STATE BOARD OF COSMETOLOGY

ARTICLE 1. GENERAL PROVISIONS

R4-10-112. Infection Control and Safety Standards

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed individuals

R4-10-303. Aesthetics Curriculum Required 600 Hours

R4-10-304. Cosmetology Curriculum Required 1600 Hours

R4-10-306. Curricula Hours

ARTICLE 1. GENERAL PROVISIONS

R4-10-112. Infection Control and Safety Standards

- A. An establishment shall have and maintain the following minimum equipment and supplies:
1. Non-leaking, waste receptacles, which shall be emptied, cleaned, and disinfected daily;
 2. Ventilated containers for soiled linens including towels and capes;
 3. Closed, clean containers to hold clean linens including towels and capes;
 4. A covered, wet disinfectant container made of stainless steel or a material recommended by the manufacturer of the wet disinfectant that:
 - a. Is large enough to contain sufficient disinfectant solution to allow for the total immersion of tools and instruments,
 - b. Is set up with disinfectant at all times the establishment is open, and
 - c. Is changed as determined by manufacturer's instructions or when visibly cloudy or contaminated;
 5. An Environmental Protection Agency (EPA)-registered bactericidal, virucidal, fungicidal, and pseudomonacidal (formulated for hospitals) disinfectant which shall be mixed and used according to manufacturer's directions on all tools, instruments, and equipment, except those that have come in contact with blood or other body fluids; and
 6. An EPA-registered disinfectant that is effective against HIV-1 and Human Hepatitis B Virus or Tuberculocidal which shall be mixed and used according to the manufacturer's directions on tools, instruments, and equipment that come in contact with blood or other body fluids.

- B. Procedure for disinfecting non-electrical equipment.
 - 1. Non-electrical equipment shall be disinfected by cleaning with soap or detergent and warm water, rinsing with clean water, and patting dry; and
 - 2. Totally immersing in the wet disinfectant required under subsection (A)(5) or (A)(6) following manufacturer's recommended directions.
- C. Procedure for storage of tools and instruments.
 - 1. A tool or implement that has been used on a client or soiled in any manner shall be placed in a properly labeled receptacle; and
 - 2. A disinfected implement shall be stored in a disinfected, dry, covered container and isolated from contaminants.
- D. Procedure for disinfecting electrical equipment, which shall be in good repair, before each use.
 - 1. Remove all foreign matter;
 - 2. Clean and spray or wipe with a disinfectant, compatible with electrical equipment, as required in subsection (A)(5) or (A)(6); and
 - 3. Disinfect removable parts as described in subsection (B).
- E. Tools, instruments and supplies.
 - 1. All tools, instruments, or supplies that come into direct contact with a client and cannot be disinfected (for example, cotton pads, sponges, porous emery boards, and neck strips) shall be disposed of in a waste receptacle immediately after use;
 - 2. Disinfected tools and instruments shall not be stored in a leather storage pouch;

3. A sharp cosmetology tool or implement that is to be disposed of shall be sealed in a rigid, puncture-proof container and disposed of in a manner that keeps licensees and clients safe;
 4. An instrument or supply shall not be carried in or on a garment while practicing in the establishment;
 5. Clips or other tools and instruments shall not be placed in mouths, pockets, or other unsanitized holders;
 6. Pencil cosmetics shall be sharpened before each use;
 7. All supplies, equipment, tools, and instruments shall be kept clean, disinfected, free from defects, and in good repair;
 8. Cutting equipment shall be kept sharp; and
 9. A client's personal cosmetology tools and instruments that are brought into and used in the establishment shall comply with these rules.
- F. If there is a blood spill or exposure to other body fluids during a service, licensees and students shall stop the service and:
1. Before returning to service, clean the wound with an antiseptic solution;
 2. Cover the wound with a sterile bandage;
 3. If the wound is on a licensee's or student's hand in an area that can be covered by a glove or finger cover, the licensee or student shall wear a clean, fluid-proof protective glove or finger cover. If the wound is on the client, the licensee or student providing service to the client shall wear gloves on both hands;

4. Blood-stained tissue or cotton or other blood-contaminated material shall be placed in a sealed plastic bag and that plastic bag shall be placed into another plastic bag (double bagged), labeled with a red or orange biohazard warning, and discarded;
 5. All equipment, tools, and instruments that have come in contact with blood or other body fluids shall be disinfected as discussed in subsections (A)(6) and (B); and
 6. Electrical equipment shall be disinfected as discussed in subsection (D).
- G. ~~Whirlpool foot spas or pedi bins used for pedicure services shall be cleaned as follows~~
- ~~1. Between each client:~~
 - ~~a. All water shall be drained and all foreign matter removed from the foot spa or pedi bin;~~
 - ~~b. The surfaces and walls of the foot spa or pedi bin shall be cleaned with soap or detergent and rinsed with clean warm water;~~
 - ~~c. The surfaces and walls of the foot spa or pedi bin shall be disinfected with an EPA registered disinfectant with demonstrated bactericidal, fungicidal, virucidal, and pseudomonacidal (formulated for hospitals) efficacy used according to manufacturer's instruction;~~
 - ~~d. The foot spa or pedi bin shall be rinsed by filling with clear warm water and flushing for three minutes;~~
 - ~~e. The foot spa or pedi bin shall be wiped dry with a clean towel; and~~
 - ~~f. Foreign matter shall be removed from the screen, and the screen shall be disinfected.~~
 - ~~2. At the end of each day:~~

- a. ~~The screen shall be removed and all foreign matter trapped behind the screen removed; and~~
 - i. ~~The screen and inlet shall be washed with soap or detergent and a chlorine solution, consisting of 5% chlorine bleach to 1 gallon warm water; or~~
 - ii. ~~The screen shall be washed with soap or detergent and rinsed with clean, clear water then totally immersed in an EPA registered disinfectant with demonstrated bactericidal, fungicidal, virucidal, and pseudomonacidal (formulated for hospitals) efficacy used according to manufacturer's instruction; and~~
 - b. ~~The system shall be flushed with low sudsing soap and warm water for ten minutes then rinsed, drained, and allowed to air dry.~~
3. ~~Weekly:~~
- a. ~~After the cleaning procedures in subsection (G)(1) are followed, the foot spa tub or pedi bin shall be filled with five gallons of warm water and four teaspoons of 5% bleach solution (a dose of 50 parts per million: 0.64 oz.);~~
 - b. ~~The bleach solution shall be circulated through the system for five to ten minutes;~~
 - c. ~~The bleach solution shall be allowed to sit at least six hours; and~~
 - d. ~~The system shall be drained and flushed.~~

All circulating and non-circulating tubs or spas shall be cleaned as follows using the disinfectant in subsection (A)(5) or (6):

- 1. After each client or service, complete all of the following:

- a. Drain the tub;
 - b. Clean the tub according to manufacturer's instructions, taking special care to remove all film, especially at the water line;
 - c. Rinse the tub;
 - d. Fill the tub with water and disinfectant as in subsection (A)(5) or (6); and
 - e. Allow the disinfectant to stand for non-circulating tubs or to circulate for circulating tubs for the time specified in manufacturer's instructions.
2. At the end of the day, complete all of the following:
 - a. Remove all filters, screens, drains, jets, and other removable parts;
 - b. Scrub with a brush and soap or detergent until free from debris;
 - c. Rinse;
 - d. Completely immerse in the solution described in subsection (A)(5);
 - e. Rinse;
 - f. Air dry; and
 - g. Replace the disinfected parts in the tubs or store in a disinfected, dry, covered container.

H. Personal cleanliness.

1. A licensee or student shall thoroughly wash his or her hands with soap and warm water or any equally effective cleansing agent immediately before providing services to each client, before checking a student's work on a client, or after smoking, eating, or using the rest room;
2. A licensee or student shall wear clothing and shoes;

3. A client's skin upon which services will be performed shall be washed with soap and warm water or wiped with disinfectant or waterless hand cleanser approved for use on skin before a nail technology service, including a pedicure service, is provided; and
4. A licensee or student shall wear clean, fluid-proof protective gloves while performing any service if any bodily discharge is present from the licensee, student, or client or if any discharge is likely to occur from the client because of services being performed.

I. Disease and infestation.

1. A licensee or student who has a contagious disease ~~of a nature that may be transmitted~~, shall not perform services on a client until the licensee or student takes medically approved measures to prevent transmission of the disease; and
2. Services shall not be performed on an individual who has a contagious disease that may be transmitted by the performing of the services on the individual.

J. Client protection.

1. A client's clothing shall be protected from direct contact with shampoo bowls or headrests by the use of clean linens, capes, robes, or protective neck strips;
2. Infection control shall be maintained and services shall be performed safely to protect the licensee or student and client;
3. Double bracing shall be used around a client's eyes, ears, lips, fingers, and toes; and
4. A client shall receive a pre- and post-analysis that includes appropriate instructions for follow-up.

K. Care and storage of linens including towels, robes, and capes.

1. Clean linens shall be provided for each client and laundered after each use;
2. Soiled linens shall be stored in a ventilated receptacle;

3. Laundering shall include disinfecting linens by using detergent and bleach; and
 4. Clean linens shall be stored in closed containers or closets.
- L. Care and storage of products including liquids, creams, powders, cosmetics, chemicals, and disinfectants.
1. All products shall be stored in a container that is clean and free of corrosion and labeled to identify contents, in compliance with state and local laws and manufacturer's instruction;
 2. All products containing poisonous substances shall be distinctly marked;
 3. When only a portion of a cosmetic product is to be used, the portion shall be removed from the container in a way that does not contaminate the remaining product; and
 4. Once dispensed, a product shall not be returned to the original container.
- M. Prohibited hazardous substances and use of products.
1. An establishment shall not have on the premises cosmetic products containing hazardous substances ~~that have been~~ banned by the U.S. Food and Drug Administration (FDA) for use in cosmetic products, including liquid methyl methacrylate monomer and methylene chloride; and
 2. Product shall be used only in a manner approved by the FDA.
- N. Care of headrests, shampoo bowls, and treatment tables.
1. Headrests of chairs and treatment tables shall be disinfected at least daily and treatment tables covered with a clean linen or paper sheet for each client;
 2. Shampoo bowls and neck rests shall be cleansed with soap and warm water or other detergent after each use and kept in good repair; and

3. Shampoo neck rests shall be disinfected with a solution described in subsection (A)(5) or (A)(6) before each use.

O. ~~Prohibited devices, or tools, or chemicals; and~~ Prohibited devices, or tools, or chemicals; and invasive procedures.

1. Except as provided in this subsection and subsection (O)(2), all of the following devices, ~~and tools, or chemicals~~ are prohibited from being present in or used in a salon:
 - a. ~~A machine, instrument~~ device, tool, or chemical that ~~penetrates~~ is designed or used to pierce the dermis; and
 - b. ~~A laser hair removal device;~~
 - c. ~~Low frequency~~ A low-frequency, or low-power ultrasonic, or sonic device except one intended for skin cleansing, exfoliating, or product application; and
 - d. ~~A razor edged tool or instrument or other device designed to remove calluses or used to invade the dermis of the skin; and~~
2. ~~A salon providing an invasive procedure such as laser hair removal, or invasive microdermabrasion, or use of an invasive ultrasound or sonic device shall post a sign as required by R4-10-111; and the procedure shall be performed under appropriate supervision of a medical doctor, nurse practitioner, or doctor of osteopathy as required by the relevant regulatory authority. A salon or licensee that provides an invasive procedure, using a device, tool, or chemical described in subsection (O)(1), that is otherwise allowed under Arizona law shall ensure that the performance of the procedure complies with statutes and rules governing~~

the procedure, training, or supervision as required by the relevant, regulatory authorities.

P. Skin peeling.

1. ~~Only~~ Except as provided in subsections (O)(1) and (O)(2), only the non-living, uppermost layer of skin, known as the epidermis, may be removed by any method or means and only for the purpose of beautification;
2. A skin removal technique or practice that affects the dermal layer of the skin is prohibited;
3. Skin removal products shall not be mixed or combined except as required by manufacturer instructions and approved by the FDA; and
4. Only commercially available products for the removal of epidermis for the purpose of beautification shall be used.

Q. Restricted use tools and instruments.

1. Nippers shall be used only to remove loose cuticles; and
2. Pre-sterilized, disposal lancets shall be used only to dilate follicles and release sebaceous debris from the follicle.

R. Cleanliness and repair of the establishment shall be maintained according to the following guidelines.

1. After each client, hair and nail clippings shall immediately be discarded;
2. All areas of the establishment, including storerooms and passageways, shall be well lighted, ventilated, and free from infectious agents;
3. Floors, walls, woodwork, ceilings, furniture, furnishings, and fixtures shall be clean and in good repair;

4. Shampoo bowls shall be clean and disinfected by using a disinfectant discussed in subsection (A)(5) or (A)(6) and drains shall be free running;
5. Counters and all work areas shall be disinfected after each client by using a disinfectant discussed in subsection (A)(5) or(A)(6); and
6. Waste or refuse shall be removed timely so there is no accumulation.

S. Building standards.

1. There shall be a direct entrance from the outside, not through living quarters, into the establishment;
2. If connected to a residence, all passageways between the living quarters and the establishment shall have a door that remains closed during business hours;
3. The establishment shall not be used for residential or other living purposes;
4. The establishment shall have a restroom for employees' and clients' use during business hours that has a wash basin, running water, liquid soap, and disposable towels; is kept clean and sanitary at all times; is in close enough proximity to the salon to ensure safety for cosmetology procedures during use; and is open and available for use by employees and clients of the salon;
5. Any excess material stored in a restroom shall be in a locked cabinet;
6. The establishment shall have hot and cold running water;
7. A mobile unit shall have sufficient water at all times; and
8. The establishment shall have natural or mechanical ventilation and air filtration system that provides free flow of air to each room, prevents the build-up of emissions and particulates, keeps odors and diffusions from chemicals and solutions at a safe level, and provides sufficient air circulation and oxygen.

T. General requirements.

1. The establishment shall have a first-aid kit that contains, at a minimum, small bandages, gauze, antiseptic, and a blood-spill kit that contains disposable bags, gloves, and hazardous waste stickers;
2. No bird or animal, except fish aquariums and service animals, are allowed in the establishment; and
3. The establishment shall comply with federal and state requirements.

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed Individuals

~~No hours toward licensing shall be granted for instruction unless it is part of the approved course training, provided by or in the presence of a licensed instructor in a licensed school, except that up to 16 hours of field trips may be granted toward licensing if the field trips for which those hours were granted were part of the approved course training, provided by or in the presence of a licensed instructor.~~

Licensed schools that provide instruction for licensed individuals pursuant to this Article shall:

1. Keep a record of the date, time, title, and name of the provider of the course along with the attendee's name and license number;
2. Ensure that the instruction consists of professional development related to scope of practice as specified by A.R.S. § 32-501; and
3. Ensure that hours are not granted toward licensing unless it is part of the approved course and provided by or in the presence of a licensed instructor.

R4-10-303. Aesthetics Curriculum Required 600 Hours

A. Each student in an aesthetics course shall complete the following curriculum:

1. Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona cosmetology laws and rules;
2. Clinical and laboratory aesthetics including theory that involves all skin types:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the skin;
 - c. Interpersonal skills and professional ethics;
 - d. Clinical and laboratory practice that includes face and body;
 - e. Morphology and treatment of skin, including face and body, by hand and machine;
 - f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
 - g. Aesthetics machines, tools, and instruments and their related uses;
 - h. Alternative skin technology;
 - i. Pre- and post-client consultation, documentation, and analysis;
 - j. Spa body modalities;
 - k. Exfoliation modalities;
 - l. Body and face massage and manipulations;
 - m. Body and facial hair removal except by electrolysis ~~or laser~~;
 - n. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
 - o. Cosmetic enhancement applications; and
 - ~~o.p.~~ Required industry standards and ecology, including monitor duties.

- B. An aesthetics school shall not receive remuneration for a student performing clinical services to the public until the student has received at least 120 hours of aesthetics training; and
- C. Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

R4-10-304. Cosmetology Curriculum Required 1600 Hours

- A. Each student in a cosmetology course shall complete the following curriculum:
 - 1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases and disorders, and Arizona cosmetology laws and rules; and
 - 2. Clinical and laboratory cosmetology including theory that involves nails, hair, and skin:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the hair, skin, and nails;
 - c. Morphology and treatment of hair, skin, and nails;
 - d. Interpersonal skills and professional ethics;
 - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
 - f. Cosmetology machines, tools, and instruments and their related uses;
 - g. Chemical texturizing,
 - h. Changing existing hair color;
 - i. Hair and scalp care;

- j. Fundamentals of hairstyling including braiding and extensions;
 - k. Body, scalp, and facial massage and manipulations;
 - l. Hair cutting fundamentals;
 - m. Fundamental aesthetics of the body and face;
 - n. Fundamentals of nail technology;
 - o. Clinical and laboratory practice that includes hair, skin, and nails;
 - p. Alternative hair, skin, and nail technology;
 - q. Pre- and post-client consultation, documentation, and analysis;
 - r. Body and facial hair removal except by electrolysis ~~or laser~~;
 - s. Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices;
 - t. Cosmetology technology; and
 - ~~t.u.~~ Required industry standards and ecology, including monitor duties.
- B. A cosmetology school shall not receive remuneration for a student performing any clinical services, except shampooing, to the public until the student has received at least 300 hours of cosmetology training; and
- C. Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

R4-10-306. Curricula Hours

- A. Hours of training received in an aesthetics, cosmetology, or nail technology course do not apply toward receiving an instructor's license.
- B. Hours of training received in an instructor course do not apply toward receiving an aesthetician, cosmetologist, or nail technician license but may apply toward reactivation of

an aesthetics, cosmetology, or nail technology license if the instructor hours are received after inactive status occurs.

C. The following hours may apply toward licensing:

1. ~~30%~~ 100% of the hours of training received in a nail technology course toward a cosmetologist license;
2. ~~30%~~ 100% of the hours of training received in an aesthetics course toward a cosmetologist license;
3. 100% of the hours of combined training received in an aesthetics course and a nail technology course toward a cosmetology license but the combined total shall not exceed 600 hours;
4. 15% of the hours of training received in a cosmetology course toward a nail technician license;
- ~~4.5.~~ 15% of the hours of training received in a cosmetology course toward an aesthetician license;
- ~~5.6.~~ 33% of the hours of training received in a nail technology course toward an aesthetics license;
7. 66% of the hours of training received in an aesthetics course toward a nail technology license;
8. 50% of the hours of training received in a barber course toward a cosmetologist license;
- ~~6.9.~~ 200 hours of training received for a registered nurse (RN) or clinical nurse specialist (CNS) license toward an aesthetician license;

10. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward an aesthetics instructor course; however, the remaining required hours shall be received in an aesthetics or cosmetology school;

~~7.~~11. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school;

~~8.~~12. 100% of the hours of training received by a licensed cosmetologist in an aesthetics instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school; ~~and~~

~~9.~~13. 100% of the hours of training received in a barber instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school. One year of licensed barber experience is the same as one year of licensed cosmetology experience for the purpose of qualifying for the cosmetology instructor examination specified by A.R.S. § 32-531; and

~~10.~~14. Hours transferred to another course shall be used only once.

- D. At the completion of a course of instruction, the cumulative hours for students shall, at a minimum, conform to R4-10-301, R4-10-302, R4-10-303, R4-10-304, R4-10-305, and R4-10-306 as applicable.
- E. Infection control, disinfection procedures, and safety issues shall be taught with every subject and every procedure.
- F. Alternative learning hours are hours that a school may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or location other than a salon. A

school shall not credit a student with more than 20% of the total hours required for graduation, earned during enrollment at the school, as alternative learning hours.

- G. A school that provides alternative format or location in subsection (F) shall include details of the format and location in the school policy and procedures in the school catalog.
- H. Up to 16 hours of field trips may be granted toward licensing if the field trips for which those hours were granted are part of the approved course of instruction and are provided by or in the presence of a licensed instructor.
- I. If a school physically closes while providing curricula in an alternative format or location or while conducting a field trip, the school shall:
 - 1. Post a notice that is visible to the public and students; and
 - 2. Send a notice to the Board indicating the times and location where the curricula is being conducted.
- J. A student instructor may obtain lab (clinic) hours in a licensed school other than the licensed school in which the student instructor is enrolled if he or she:
 - 1. Has available proof of enrollment in a licensed school to show to a Board inspector, and
 - 2. Earns no more than the lab (clinic) hours required by R4-10-302.